federal register

FRIDAY, NOVEMBER 12, 1976

PART IV:

JAPAN–UNITED STATES FRIENDSHIP COMMISSION

■

PRIVACY ACT OF 1974

Systems of Records

JAPAN-UNITED STATES FRIENDSHIP COMMISSION

PRIVACY ACT OF 1974

Systems of Records

Pursuant to the provisions of the Privacy Act of 1974, Public Law 93-579, 5 U.S.C. 552a, the Japan-United States Friendship Commission, hereafter known as the Commission, hereby publishes for comment those systems of records subject to the Privacy Act of 1974 which are maintained by the Commission. Any person interested in commenting on the routine use portions of the system notices may do so by submitting comments in writing to the Executive Director, Francis B. Tenny, 1875 Connecticut Avenue, NW., Washington, D.C. 20009. Comments should be submitted on or before December 13, 1976. These Systems of Records will become effective December 13, 1976, unless the Commission publishes notice to the contrary. The Commission's procedures for access to records in the systems are proposed as 22 CFR Chapter XII, Part 1200. (See Federal Register of Wednesday, November 10, 1976).

Dated at Washington, D.C. on November 3, 1976 (P. 49647).

Francis B. Tenny,
Executive Director.

JUSFC—1

System name: Payroll Records—Japan-United States Friendship Commission

System location: General Services Administration, Region 3 Office; copies held by the Commission. (GSA holds records for the Japan-United States Friendship Commission under contract.)

Categories of records in the system: Varied payroll records, including, among other documents, time and attendance cards; payment vouchers; comprehensive listing of employees; health benefits records, requests for deductions; tax forms, W-2 forms, overtime requests; leave data; retirement records. Records are used by Commission and GSA employees to maintain adequate payroll information for Commission employees, and otherwise by Commission and GSA employees who have a need for the record in the performance of their duties.

Authority for maintenance of the system: 31 U.S.C., generally. Also, Public Law 94-118.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See Appendix. Records also are disclosed to GAO for audits; to the Internal Revenue Service for investigation; and to private attorneys, pursuant to a power of attorney.

A copy of an employee's Department of the Treasury Form W-2, Wage and Tax Statement, also is disclosed to the State, city, or other local jurisdiction which is authorized to tax the employee's compensation. The record will be provided in accordance with a withholding agreement between the State, city, or other local jurisdiction and the Department of the Treasury pursuant to 5 U.S.C. 5516, 5517, or 5520, or, in the absence thereof, in response to a written request from an appropriate official of the taxing jurisdiction to the Assistant Executive Director, Japan-United States Friendship Commission, 1875 Connecticut Avenue, NW., Washington, D.C. 20009. The request must include a copy of the applicable statute or ordinance authorizing the taxation of compensation and should indicate whether the authority of the jurisdiction to tax the employee is based on place of residence, place of employment, or both.

Pursuant to a withholding agreement between a city and the Department of the Treasury (5 U.S.C. 5520), copies of executed city tax withholding certificates shall be furnished the city in response to written request from an appropriate city official to the Assistant Executive Director.

In the absence of a withholding agreement, the Social Security Number will be furnished only to a taxing jurisdiction which has furnished this agency with evidence of its independent authority to compel disclosure of the Social Security Number, in accordance with Section 7 of the Privacy Act, Public Law 93-579.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper and microfilm.

Retrievability: Social Security Number.

Safeguards: Stored in guarded building; released only to authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Assistant Executive Director, Japan-United States Friendship Commission, 1875 Connecticut Avenue, NW., Washington, D.C. 20009.

Notification procedure: Refer to Commission access regulations contained in 22 CFR Chapter XII.

Record access procedures: Refer to Commission access regulations contained in 22 CFR Chapter XII.

Contesting record procedures: Refer to Commission access regulations contained in 22 CFR Chapter XII.

Record source categories: The subject individual; the Commission.

JUSFC—2

System name: General Financial Records—Japan-United States Friendship Commission

System location: General Services Administration, Central Office; copies held by the Commission. (GSA holds records for the Japan-United States Friendship Commission under contract.)

Categories of individuals covered by the system: Employees of the Japan-United States Friendship Commission and members of its Commission.

Categories of records in the system: SF-1038, Application and account for advance of funds; Vendor register and vendor payment tape. Information is used by accounting technicians to maintain adequate financial information and by other officers and employees of GSA and the Commission who have a need for the record in the performance of their duties.

Authority for maintenance of the system: 31 U.S.C., generally; also, Public Law 94-118.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See appendix. Records also are released to GAO for audits; to the IRS for investigation; and to private attorneys, pursuant to power of attorney.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper and tape.

Retrievability: Manual and automated by name.

Safeguards: Stored in guarded building; released only to authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition.

System manager(s) and address: Assistant Executive Director, Japan-United States Friendship Commission, 1875 Connecticut Avenue, NW., Washington, D.C. 20009.

Notification procedure: Refer to Commission access regulations contained in 22 CFR Chapter XII.

Record access procedures: Refer to Commission access regulations contained in 22 CFR Chapter XII.

Contesting record procedures: Refer to Commission access regulations contained in 22 CFR Chapter XII.

Record source categories: The subject individual; the Commission.

JUSFC—3

System name: General Informal Personnel Files—Japan-United States Friendship Commission

System location: Japan-United States Friendship Commission, 1875 Connecticut Avenue, NW., Washington, D.C. 20009.

Categories of individuals covered by the system: The Commission members, staff and consultants, past and present.

Categories of records in the system: Personnel action requests and notifications, statements of employment and financial interests, training material and correspondence with members of the Commission, 7-B cards, delegations of authority.

Authority for maintenance of the system: Title 5, U.S.C., generally. Also Public Law 94-118.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See Appendix.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper.

Retrievability: Manual.

Safeguards: Stored in lockable file cabinets, released only to authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the GSA records maintenance and disposition system.

System manager(s) and address: Assistant Executive Director, Japan-United States Friendship Commission, 1875 Connecticut Avenue, NW., Washington, D.C. 20009.

Notification procedure: Refer to Commission access regulations contained in 22 CFR Chapter XII.

Record access procedures: Refer to Commission access regulations contained in 22 CFR Chapter XII.

Contesting record procedures: Refer to Commission access regulations contained in 22 CFR Chapter XII.

Record source categories: The subject individual; the Commission.

APPENDIX—Japan-United States Friendship Commission

In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

A record from this system of records may be disclosed as a "routine use" to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract or the issuance of a license, grant or other benefit.

A record from this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision in the matter.

A record from this system of records may be disclosed to an authorized appeal grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator or other duly authorized official engaged in investigation or settlement or a grievance, complaint, or appeal filed by an employee. A record from this system of records may be disclosed to the United States Civil Service Commission in accordance with the agency's responsibility for evaluation and oversight of federal personnel management.

A record from this system of records may be disclosed to officers and employees of a federal agency for purposes of audit.

The information contained in this system of records will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

A record from this system of records may be disclosed as a routine use to a Member of Congress or to a congressional staff member in response to an inquiry of the congressional office made at the request of the individual about whom the record is maintained.

A record from this system of records may be disclosed to officers and employees of the General Services Administration in connection with administrative services provided to this agency under agreement with GSA.

[FR Doc.76-32983 Filed 11-5-76;10:34 am]

Just Released

CODE OF FEDERAL REGULATIONS

(Revised as of October 1, 1976)

Quantity	Volume	Price	Amount
_____	Title 49—Transportation (Parts 1300–End)	$3.60	$_____

[*A Cumulative checklist of CFR issuances for 1976 appears in the first issue of the Federal Register each month under Title 1*]

PLEASE DO NOT DETACH

MAIL ORDER FORM To:

Superintendent of Documents, Government Printing Office, Washington, D.C. 20402

Enclosed find $..... (check, money order, or Supt. of Documents coupons) or charge to my Deposit Account No. ..... Please send me ..... copies of:

FOR USE OF SUPT. DOCS.
Enclosed
To be mailed later
Subscription
Refund
Coupon refund
Postage
Foreign Handling

PLEASE FILL IN MAILING LABEL BELOW

Name _____

Street address _____

City and State _____ ZIP Code _____

FOR PROMPT SHIPMENT, PLEASE **PRINT OR TYPE** ADDRESS ON LABEL BELOW, INCLUDING **YOUR ZIP CODE**

U.S. GOVERNMENT PRINTING OFFICE
ASSISTANT PUBLIC PRINTER
(SUPERINTENDENT OF DOCUMENTS)
WASHINGTON, D.C. 20402

OFFICIAL BUSINESS

POSTAGE AND FEES PAID
U.S. GOVERNMENT PRINTING OFFICE
375
SPECIAL FOURTH-CLASS RATE
BOOK

Name _____

Street address _____

City and State _____ ZIP Code _____